

**LTC12D022**

**Title:** Faculty Associate Deans (Learning, Teaching and Quality)  
**Author:** Faculty of Medicine and Health Sciences Learning, Teaching and Quality Committee  
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**Issue**

To receive the minutes of the Faculty of Medicine and Health Sciences Learning, Teaching and Quality Committee meeting held on 20 June 2012.

**Recommendation**

None.

**Resource Implications**

Not applicable.

**Equality and Diversity**

Not applicable.

**Timing of decisions**

Not applicable.

**Further Information**

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**Background**

Not applicable.

**Discussion**

Not applicable.

**Minutes of the meeting of FMH LTQC held on 20 June 2012**

Present: Nicola Spalding (Chair), Sandra Gibson (MED), Debbie Harrison (AHP),  
Simon Horton (AHP), Julia Hubbard (NSC), Meg Evans (STU).

Apologies: Malcolm Adams (MED), Tash Ross (STU), Rosie Doy (NSC), Hannah Schutt  
(AHP PGR)

With: Robert Gray (Secretary).

**1. MINUTES**

Confirmed

the minutes of the meeting held on 09 May 2012 were confirmed.

**2. MATTERS ARISING**

**2.1 Employability**

Reported

that NSC are currently recruiting for an Employability Officer, AHP have Lisa Taylor in the role and the MED Course Directors will take responsibility for this.

Resolved

that Employability to be put onto the Agenda Schedule to occur in every May.

**ACTION: RG to amend the Agenda Schedule to include Employability in May.**

**2.2 NHS Values (Compassion and Dignity) in FMH programmes.**

Reported

that DH had spoken with the AHP course directors over this issue and the school is currently undertaking a 'health check' on how issues of compassion and dignity are taught within the school. There is still some work to do on this and Gary Parlett will be invited to a Teaching Committee in the next academic year.

SG spoke with Richard Holland and Laura Bowater over this issue. With timetabling and sessions already planned for next year there will be ongoing discussions within MED over how to take this forward.

Resolved

That NHS Values in FMH Programmes will appear as an agenda item at the next Strategy Day.

**ACTION: RG to amend the Agenda Schedule to include Compassion and Dignity on Strategy Day agenda.**

**3. STATEMENTS FROM THE CHAIR**

3.1 Extra member for FMH FLTQC.

## FMH LTQC 11M006 20.06.12

Reported

by the Chair that she had received 7 expressions of interest to date in joining the committee. An interview date would be set in the near future.

Resolved

That there would be group interviews for the role, with a task or tasks to be decided.

**ACTION: Members of LTQC to email NS with suggestions for interview tasks.**

### 3.2 New MBBS regulation.

Received

email from Sarah Wright outlining the new regulation.

Reported in discussion

that MBBS would like to introduce a regulation to limit the amount of time a Student can be registered on a programme to limit the number of intercalations to two years plus registration.

Resolved

this new regulation was approved by LTQC.

## 4. CONFIRMATION OF CHAIR'S ACTION

## 5. PQAF 2010-11

Reported

by the Chair

- (1) The final report has been signed off by CWG and JEF. However, post sign off, changes were requested to the report. NS sought clarification that this was possible and was assured that post approval changes were appropriate.
- (2) The Chair requested corrections to the report which she sent back to CWG. This was returned, with the errors remaining.
- (3) That the last quarterly review meeting was cancelled.

Reported in discussion

- (1) That DH was planning a visit to Peterborough Hospital where the PQAF had indicated there were some issues with placement students, although the sign off documents indicated otherwise.

## 6. STANDARDISATION OF EAST OF ENGLAND FITNESS TO PRACTICE

Received

East of England SHA (**DOCUMENT 11D0031**) and (**11D0032**)

Reported in discussion

- (1) That the Faculty was rejecting this document as it does not meet the existing standards which we have within the University.
- (2) DH and RD are currently putting together a commentary on the proposal.
- (3) The report seemed to be confusing FtP issues with those of professionalism.
- (4) Students can fail and it not be an FtP issue.

**ACTION: NS to ask RD to consult Nigel Norris over this issue and send out the Faculties response.**

## 7. AHP REPORTING OF CONCERNS IN PRACTICE

Received

AHP safeguarding document (**DOCUMENT 11D0033**)

Reported

- (1) by the Chair that this document was produced by Jon Larner to encourage individuals to bring issues to the attention of the appropriate person/organisation.
- (2) That this is a stop gap measure as the Faculty are currently examining the Norfolk Safeguarding Board's policy. This is currently used by Norfolk County Council and Norfolk Police. Jon Larner (AHP), Charlene Lobo (NSC) and Darren Sexton (MED) are currently examining the feasibility of this.
- (3) A procedure is still required for when there is a safeguarding issue for students not on placement.

Reported in discussion

- (1) Amanda Howe should be involved from MED.

Resolved

FLTQC agreed to confirm the AHP policy document was appropriate and could be used.

## 8. REVIEW OF LTQC ACTION LOG

Received

FMH LTQC Action log for 2011/12 (**11D0034**)

Reported in discussion

- that there were still several items for action from this year.
- It would be useful to have this on the agenda as a standing item, though once items have been completed they should be removed.

Resolved

that the Action Log will appear on every agenda under the Chair's Action item.

## 9. REVIEW OF BUSINESS FOR NEXT YEAR

Received

List of documents included in the LTQC information pack (**11D0035**)

Reported in discussion

### **Course Reviews and Validations.**

1. AHP BSc Occupational Therapy/ Physiotherapy course review is happening on 17<sup>th</sup> September 2012.
2. GMC Return will be undertaken in the Autumn semester.
3. There may be a visit from the GMC during 2012/13.
4. Post REG

### **Succession planning**

1. MED are currently organising interviews for the new Teaching Director.
2. A new Student Officer will be in post after 1<sup>st</sup> August.

### **Update of LTQC information pack**

1. This needs to be updated asap.

**ACTION: RG to update the documents in the LTQC induction pack.**

## 10. MODULE AND COURSE MONITORING PROCESS

Received

Module and Course Monitoring procedure (11D0037)

Reported in discussion

- that there are currently seven triggers for prompting that a module be reviewed.
- The Chair suggested the inclusion of an additional trigger, where the module achieves low good honours.
- Monitoring would be triggered where a module has more than 40% not achieving 2:1. Though this was open for debate.
- The Chair stated that even though we take students with higher grades than our competitors, our good honours figures do not reflect this. We need to ensure that each module is giving students the opportunity to succeed.
- SLT will be testing this approach with their module evaluations for next year.
- In addition to this, there is a proposal to drop capped marks at reassessment.
- SH raised concerns over grade inflation.
- It was confirmed that course evaluation takes place after the Reassessment Boards.
- The Chair is waiting for clarification from LTS as to which forms need to be used for module evaluation. If no new forms available, it may be permissible to use last years versions.

**ACTION: NS to chase up which forms need to be used for course/module monitoring.**

## 12. REPORTS FROM MEMBERS

**LTC**

Reported

- (1) MSc Regional Anaesthesia. The programme has now been approved. The HOS has appointed Deputy Course Directors for each of the new programmes in order to ease their passage to approval.
- (2) The New Academic Model programme specifications have gone out for critical read to LTC members.
- (3) MED have already had an external critical read for their revised Specification.

Agreed

- DH, SG and NS will share the NSC programme specifications critical reads.
- (4) The working party continues to review the process of academic complaints and appeals.
- (5) There is also a working party examining the university plagiarism and collusion policy.
- (6) LTC received a presentation from Garrick Fincham looking at league table data and how it was calculated.

**TPPG**

## FMH LTQC 11M006 20.06.12

### Reported

- (1) The TPPG Student Experience survey results have been released and school level results are available.
- (2) The internal moderation working group is due to meet shortly. At the meeting it is intended that the rough process outlines are translated into a workable process which will then be taken to TPPG. One outstanding issue is in defining double marking as opposed to moderation across the university.
- (3) The Placement Code of Practice document has been approved, with some minor tweaks.
- (4) The word count policy has been approved.
- (5) New forms will be issued for course/module monitoring.
- (6) If required, box plots will be produced for Board of Examiner meetings.
- (7) A process is being devised to allow coursework return via the Hubs, though at the moment there is nowhere for the Hubs to store the coursework.
- (8) It was agreed that if a student failed to undertake a formative assessment then this would fall under General Regulation 13.
- (9) There will shortly be a two week window to feedback views on the integration project. These can be emailed to [views@uea.ac.uk](mailto:views@uea.ac.uk)

### Service User

#### Reported

- (1) Steve Wilkinson (NSC) has produced a review of service user involvement within the school. He has been working with Mick Collins (AHP) to examine the possibility of incorporating service user questions in interviews. It is hoped this will draw on the work undertaken by John Larner and Jill Jepson and their course review meeting with service users. There will also be consultation across the faculty.

### SEC (Student Experience Committee)

#### Received

Email from Rupert Wood summarising the last meeting of the SEC

#### Reported

- (1) A presentation was received on the Sports Strategy this was generally well supported.
- (2) Additional costs were discussed and it was reported that there was a great deal of inconsistency across the university. The general view was that this is an issue of transparency and will be reviewed.

#### Reported in discussion

- (1) ME stated that any activity associate with learning outcomes should not have additional costs to the students. For example, where a placement was compulsory and involved travel costs, accommodation etc, and if you did not undertake the placement you would fail the course. There is a disparity across the schools as to how this was managed.
- (2) To move forward with this, prospective students will be given a breakdown of additional costs. The university will also consider which of these costs can be absorbed.

### FMH Portfolio Holders

#### Reported

- (1) Placements. A meeting will be held with placement officers in order to look at a range of issues, including triggers for raising concerns, rationalising of processes, the role of the link lecturer and the issue of false signatories
- (2) A further Processfix meeting is to be held next week. Also construction on the

new MED building is due to start during the summer.

**Academic Officer (STU)**

Reported

- (1) The Chair thanked all of the Student Academic Officer's who had attended LTQC during the past academic year.

**School Directors (LTQ)**

Reported

(1) AHP

- The School is examining how best to get value added from Visiting Tutors.
- A PQAF annual review meeting with partners is currently being planned.
- Over the summer there will be building work in Queens to convert the gym to a split level teaching space.
- The BSc OT/PT Course review will take place on 17<sup>th</sup> September.

(2) NSC

- There has been a meeting with Mary Jane Platt (MED) to review processes around admissions. Currently, NSC is out of step with the admissions cycle and some work is needed to bring it into line with UCAS.
- It is proposed the tariff will rise one grade to ABB for Child Nursing and Midwifery, BBB for Adult and Mental Health Nursing.
- There was a successful BSc Midwifery validation event, with the programme approved with minor conditions.

**13. GENERAL DISCUSSION ITEMS**